



**Title:** Programming and Venue Manager  
**Salary:** \$70,000  
**Hours:** Varies  
**Full Time:** Exempt  
**Reports To:** Executive Director  
**Supervises:** Venue Staff

## SUMMARY

The Programming and Venue Manager is responsible for curating, booking, and contracting artists and productions who appear on the stage as well as all operational aspects of the theater and is charged with delivering an exceptional patron experience from ticket purchase until end of the performance. In addition, this individual will be responsible for managing community front-of-house rentals and increasing the profitable utilization of the lobbies.

With strong commitment to ABT's vision, mission, goals, and budget, the Programming and Venue Manager will book artists of the highest artistic caliber. Beyond what the audience experiences on the stage, exceptional patron experience includes safety and comfort for each performance, 100-150 annually. This person will be responsible for venue operations, including supervising house manager, production manager, technical director, and ensuring theater operations run smoothly. This person will work with the technical team and/or production manager as needed to ensure all aspects of the event are advanced and adequate security is provided. This person will supervise and work closely with the Box Office team in cooperation with ABT Marketing Department. This person is responsible for managing key venue employees and will report directly to the Executive Director.

As a representative of the theater this person must exhibit strong, positive communications skills, good humor, and a professional appearance. He or she must be decisive and able to work in a fast paced, stressful environment as well as work collaboratively with all staff and key stakeholders to ensure high professional standards. This position will be required to work flexible hours including nights, weekends, and holidays. In addition, the Programming and Venue Manager must possess computer skills and the ability to work with databases and spreadsheets, financial management skills including budgeting, inventory management, and knowledge of regulations pertaining to health and occupancy codes.

Success in this role will be measured by growth in ticket revenue, concession revenue, and growth in front-of-house rental revenue. In addition, success will be measured by patron experience through patron surveys, touring company and artist experience.

To apply send a letter of interest and resume to:

Jan Dietrich, Executive Director  
[jdietrich@albertabairtheater.org](mailto:jdietrich@albertabairtheater.org)

## **RESPONSIBILITIES AND DUTIES INCLUDE**

### **1.0 Programming**

- 1.1 Curate artists and productions based on ABT vision, mission and budget.
- 1.2 Review contracts and forward production requirements to appropriate ABT staff for input to create event budget.
- 1.3 Write offers and facilitate contracting, as well as show settlements.
- 1.4 Facilitate information between contracting entities and ABT staff.
- 1.5 Maintain master calendar of ABT Events.
- 1.6 Facilitate contracts with rentals (promoters, community groups, etc.)
- 1.7 Cultivate and maintain positive relationships with agents, managers, artists, fellow staff, fellow programming colleagues, and ABT stakeholders.
- 1.8 Facilitate programming committee meetings.
- 1.9 Attend / participate in appropriate conferences as needed.

### **2.0 Venue Management**

- 2.1 Manage Front of House Staff and Volunteer Corps to ensure smooth operations. This includes direct supervision of Box Office, House Manager, Concessions, and Volunteer Coordinator.
- 2.2 Manage vendor relations and budgets for facility maintenance.
- 2.3 Oversee facility security.

### **3.0 Additional Duties**

- 3.1 Advise and assist Executive Director with development of annual budget.
- 3.2 Positively mentor staff.
- 3.3 Attend staff meetings.
- 3.4 Keep accurate records and budgets.
- 3.5 Act as ABT Brand Ambassador in direct cooperation with Marketing and Development.
- 3.6 Assist in other areas as directed by the Executive Director.